

Procedure for Availing Financial Assistance for Conference, Workshop, Faculty Development Program Participation and Towards Membership/Fellowship Fee of Professional Bodies

I. Preamble

Adichunchanagiri University is committed to provide a wide range of courses to meet the changing socio-economic needs through the development and application of knowledge. To achieve this purpose, ACU focuses on improvement in teaching-learning process and in quality research. Teaching learning process has undergone a significant change in recent years and ACU values the importance of upgradation of academic knowledge and research quality of its faculty members so as to make the learning outcomes more fruitful. This policy on financial support to teaching faculty to attend conferences/workshops and for payment of membership fees of professional bodies delivers a set of guidelines for availing the said benefits from the University and is applicable to all the full-time permanent faculty members who are actively involved in research.

II. Scope

The financial support to attend Conferences/Workshops/Faculty development programs and towards Membership Fee of Professional Bodies will be applicable to all the full-time permanent faculty members of University departments, colleges/institutes, and Centers of ACU. Faculty members and full time research scholars who have completed at least one year at ACU will be eligible to seek financial support to participate in the Conferences

III. Guidelines

1. The financial support is available to attend or participate in seminars, workshops, conferences, training programs both in online and offline mode.
2. The financial support covers reimbursement of the registration fee and the TA/DA to encourage faculty development.
3. The faculty members should have completed at least one year of service in order to be eligible to seek financial support to attend or participate in the faculty development programs
4. Applicable solely to conferences organized by internationally recognized bodies, wherein faculty members are engaged in presenting papers/posters, chairing sessions, or participating as invited faculty are only eligible to avail financial support
5. Faculty members are provided funding on rotation basis.



IV. Procedure

1. Faculty members interested in attending national or international level programs must complete the application form in the prescribed format.
2. The application must be endorsed by the Head of the institution and submitted to the Registrar.
3. For national level programs, applications should be sent at least 30 days prior to the event. For international level programs, a 45-day advance submission is required.
4. No more than one faculty member will be supported to attend the same conference.
5. Applicants must ensure that their participation in the conference does not impact their teaching responsibilities.
6. The Research Committee will evaluate the application based on the need and relevance of attending the program before granting administrative approval.
7. Within one week of returning from the conference, participants are required to submit a detailed report outlining the activities and knowledge gained.
8. Participants are required to submit a comprehensive report of the conference, including geo-tagged photographs and any certificates received during the event.
9. Any awards received during the conference must be reported, accompanied by the relevant certificates for record-keeping purposes.
10. Faculty members are entitled to seek a 50% reimbursement for membership fees associated with joining a Professional Society, an international body, or another esteemed organization. To avail of this reimbursement, faculty members must submit payment details along with the membership certificate.

V. Recognition by ACU

A faculty member/research scholars who receives awards for presenting research paper in conferences will be honored by the Adichunchanagiri University.

**APPLICATION FOR FINANCIAL ASSISTANCE FOR PARTICIPATING CONFERENCE/
WORKSHOP/ FACULTY DEVELOPMENT FOR FACULTY MEMBERS & RESEARCH
SCHOLARS**

To,
The Registrar
Adichunchanagiri University
B.G. Nagara-571448.

Date: _____

Name: _____ Designation: _____

Email: _____ Mobile No.: _____

Department: _____ Faculty: _____

Paper Title:

Author(s):

Conference Name (in full):

Conference Dates: From: _____ To: _____

Budget in INR:
Registration Fee: _____ Travel allowances: _____

Please answer the following (strike out not applicable options and include appropriate letters from the Conference Organizers)

1. Your paper is selected on the basis of abstract/full paper
2. Your paper will/will not appear in conference proceedings
3. Your paper is selected for poster/oral presentation
4. You have taken funds from Adichunchanagiri University previously for the same purpose.
(Yes / No)
If yes, please provide the details thereof. (Certificate of attending, office order of funding taken etc.)

5. You have received assistance for travel, registration etc. for _____
from Conference Organizers. (Provide amount in rupees or US dollars).



Declaration:

I declare that upon my return from the conference/workshop/faculty development program, I will provide the following documents without delay:

1. A comprehensive conference report detailing the key insights, learnings, and contributions made during the event.
2. Geotagged photos from the conference/workshop venue, showcasing the participation and engagement of our representatives.
3. Participation certificate
4. An expenditure statement outlining the financial utilization of the provided funding, including detailed breakdowns of registration fees, travel expenses, accommodation, and miscellaneous costs.

Signature of the applicant

Attach the following documents:

1.	Abstract/full paper that was submitted.	
2.	Letter of acceptance for presentation/proceedings.	
3.	Attach some documentary evidence in support of quality of your work (e.g. comments by reviewers, comments by PGC members, etc.). This will help the committee to arrive at a decision.	
4.	A letter about any funding already secured.	
5.	Conference announcement indicating dates, location, registration fee, etc.	

Recommendations:

(For Research Scholars only)

Guide's name: _____ Department: _____

Guide's recommendation with some substantiation:

Guide's Signature: _____



Recommendations:

(For Research Scholars and Faculty members)

Head of the Institution recommendation with some substantiation:

Head of the Institution Signature: _____

For Office Use Only

Remarks by Dean, Research:: _____

DEAN, RESEARCH

Remarks by Finance Officer: _____

FINANCE OFFICER

Remarks: **Recommended / Not Recommended:**

REGISTRAR

FINANCIAL SUPPORT FOR PROFESSIONAL BODY FELLOWSHIP/ MEMBERSHIPS

To,

The Registrar

Adichunchanagiri University

B.G. Nagara-571448.

Date: _____

Name: _____ Designation: _____

Email: _____ Mobile No.: _____

Department: _____ Faculty: _____

Name of the Professional body _____

Subscription type: _____

Membership Fee: _____

Signature of the applicant

Attach the following documents:

1	Letter of acceptance from the Professional body.	
2	Copy of the membership certificate.	
3	Attach documentary evidence in support of fee payment	

Recommendations:

Head of the Institution recommendation with some substantiation:

Head of the Institution Signature: _____

Signature with seal



For Office Use Only

Remarks by Dean, Research:: _____

DEAN, RESEARCH

Remarks by Finance Officer: _____

FINANCE OFFICER

Remarks: **Recommended / Not Recommended:**

REGISTRAR